

CITY OF KIRKLAND

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**DEPARTMENT OF PUBLIC WORKS
PRE-APPROVED PLANS POLICY****Policy G-10: GUIDELINES FOR TEMPORARY USE OF RIGHT-OF-WAY**

Before allowing use of the right-of-way, consider the following factors:

1. Is it at all possible to find a way to do the activity outside the right-of-way? All options should be pursued. Consider times when parking is not regulated.
2. Is parking regulated (time limits) in the area and during the time where the activity is taking place? If so, coordinate with the Police Department before permitting any activities.
3. Is the work part of a permitted development review project? If it is, then it should be handled as part of that permitted project. Coordinate with project inspectors or others.
4. The City does not provide any barricades or other traffic control devices.
5. Make sure that use of the right-of-way does not interfere with any Special Events.

Type of Activity	Action
Moving trucks	No permits are given. If parking is regulated where the moving van is to be located, spots may be reserved with permission of PW Transportation Group and Police Dept.
<ul style="list-style-type: none"> • PODS or other storage containers • Job Shacks • Portable toilets • Piling of materials (bark, gravel, etc.) 	Not allowed in right-of-way
Parking for construction workers	No permits are given. Follow existing parking regulations.
Dumpster	Can be permitted. Activity must be construction related. One week maximum stay.
Maintenance of building, loading/unloading of construction materials. Painting, crane needed to unload objects, etc.	<p>Can be permitted.</p> <p>In the CBD, parking stalls are usually available only in front of the site where work is occurring. However, the parking stalls used for the Argosy Cruises may be available during certain times of the year.</p> <p>Work should be short term (the maximum stay time in a regulated stall or 4 hours – whichever is less) and no lane or sidewalk is blocked. Coordinate with Public Works Transportation Group as needed.</p> <p>If work is not in the CBD or short term: Applicant must submit sketch and traffic control plan. Approval by Public Works Transportation Group. Coordinate with Police Department as needed.</p>